

# CONTRACT DATA REQUIREMENTS LIST

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM DD250			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.a		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS A DD250 FORM IS TO BE SUBMITTED FOR THIS DELIVERY ORDER WITHIN 30 DAYS AFTER COMPLETION				NSWC C/9783	1
				US NAVAL BASE	
				PHILA. PA. 19112	
				15. TOTAL →	1
1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM PROVIDE EMPLOYEE CLEARANCE INFORMATION			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.1		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY 0 TIME	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS POVIDE NAME,SSN AND CLEARANCE INFORMATION FOR ALL INSTALLATION TEAM MEMBERS 45 DAYS PRIOR TO INSTALLATION				SAME AS A001	1
				15. TOTAL →	1
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM FOREMAN MEETING			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.2		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY 0 TIME	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS PROVIDE A FOREMAN MEETING 30 DAYS PRIOR TO INSTALLATION TO DISCUSS PRELIMINARY PLANS, SCHEDULE, AND INVENTORY MATERIAL. PROVIDE MINUTES OF MEETING WITHIN 7 DAYS AFTER MEETING				SAME AS A001	1
				15. TOTAL →	1
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM LESSONS LEARNED			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.3		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS PROVIDE LESSONS LEARNED REPORT AT COMPLETION OF HABITABILITY INSTALLATION				SAME AS A001	1
				15. TOTAL →	1
G. PREPARED BY S. Def		H. DATE 4/28/03	I. APPROVED BY S. Def		J. DATE 4/28/03

17. PRICE GROUP

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. A005	2. TITLE OF DATA ITEM AS INSTALLED DRAWINGS			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.4		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repr
16. REMARKS PROVIDE AS INSTALLED DRAWINGS(original&2 copies) FOR EACH CONFIGURATION CHANGE TO CDNSWC C/9783 AND SHIP AN ADVANCE COPY OF THE INSTALLATION DRAWING SHALL BE PROVIDED TO SHIP PRIOR TO TEAMS DEPARTURE				15. TOTAL	1
1. DATA ITEM NO. A006	2. TITLE OF DATA ITEM QUARTERLY INVENTORY STATUS REPORT			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.5		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repr
16. REMARKS PROVIDE QUARTERLY OVERALL INVENTORY STATUS REPORT OF ALL MATERIAL, TOOLS, AND EQUIPMENT ACQUIRED FOR THE WORK EFFORT AND DISPOSITION OF THOSE USED				15. TOTAL	1
1. DATA ITEM NO. A007	2. TITLE OF DATA ITEM PURCHASE/RECEIPT TRACKING INFORMATION			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.6		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY BI-WEEKLY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repr
16. REMARKS PROVIDE PURCHASE/RECEIPT TRACKING INFORMATION BI-WEEKLY UNTIL 100% OF MATERIAL IS RECEIVED				15. TOTAL	1
1. DATA ITEM NO. A008	2. TITLE OF DATA ITEM FINANCIAL COMPLETION REPORT			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.7		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ DD250	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repr
16. REMARKS A FINAL REPORT WILL BE SUBMITTED 30 DAYS AFTER INSTALLATION DETAILING THE FINAL FIGURES AND SUBSTATIATING COST. ALL REPORTS WILL BE BROKEN				15. TOTAL	1
G. PREPARED BY B. Def		H. DATE 4/29/03		I. APPROVED BY B. Def	
				J. DATE 4/29/03	

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. A008	2. TITLE OF DATA ITEM CONTINUED			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS DOWN BY: MATERIAL INVOICE NUMBER AND COST FOR EACH: PREFABRICATION LABOR HOURS BY TRADE AND COST FOR EACH: INSTALLATION HOURS BY TRADE					
				15. TOTAL →	
1. DATA ITEM NO. A008	2. TITLE OF DATA ITEM CONTINUED			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS AND COST FOR EACH TRAVEL COST SHOWING AIRFARE, PER DIEM, CAR/TRUCK RENTAL AND ANY SHIPPING COST					
				15. TOTAL →	
1. DATA ITEM NO. A009	2. TITLE OF DATA ITEM PREFABRICATION SCHEDULE			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.8		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY 0 TIME	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS PROVIDE INSTALLATION MANAGER WITH A PRE-FABRICATION SCHEDULE WITHIN 5 DAYS AFTER AWARD OF DELIVERY ORDER				SAME AS A005	
				15. TOTAL →	
1. DATA ITEM NO. A010	2. TITLE OF DATA ITEM PROGRESS REPORTS			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.9		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final
				Reg	Repro
16. REMARKS MONTHLY PROGRESS REPORTS SHALL BE FURNISHED BY THE FIFTH WORKING DAY AFTER THE REPORTING PERIOD IN ACCORDANCE WITH THE DD FORM 1423 IN THE FORMAT SPECIFIED				SAME AS A001	
				15. TOTAL →	
G. PREPARED BY <i>S. Def</i>		H. DATE 4/29/03		I. APPROVED BY <i>S. Def</i>	
				J. DATE 4/29/03	

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. A011	2. TITLE OF DATA ITEM SUBMARINE WORK DELIVERY ORDERS			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.10		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final Reg Repro
16. REMARKS DELIVERY ORDERS WHICH INVOLVE SUBMARINE WORK WILL REQUIRE A WRITTEN QUALIFICATION STATEMENT FOR EACH WORKER ASSIGNED. SUBMITT THIS WRITTEN STATEMENT TO CDNSWC C/97 WITHIN 5 DAYS AFTER AWARD OF DELIVERY ORDER				SAME AS A001	1
				15. TOTAL	1
1. DATA ITEM NO. A012	2. TITLE OF DATA ITEM PERSONNEL SECURITY			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.11		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final Reg Repro
16. REMARKS PROVIDE PERSONNEL SECURITY INFORMATION FOR ALL PERSONNEL CONNECTED WITH THE CONTRACT TO COR INITIALLY, AND UPDATE QUARTERLY FOR THE DURATION OF THE CONTRACT				SAME AS A001	1
				15. TOTAL	1
1. DATA ITEM NO. A013	2. TITLE OF DATA ITEM MATERIAL AND INVENTORY OF DELIVERY SCHEDULE			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.12		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY 0 TIME	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final Reg Repro
16. REMARKS PROVIDE A COMPLETE INVENTORY OF MATERIAL ORDERED AND DELIVERY SCHEDULES TWO WEEKS AFTER AWARD OF DELIVERY ORDER				SAME AS A001	1
				15. TOTAL	1
1. DATA ITEM NO. A014	2. TITLE OF DATA ITEM WEEKLY INSTALLATION PROGRESS REPORT			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C.7.13		6. REQUIRING OFFICE NSWC CODE 9783	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY WEEKLY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE SEE BLOCK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES
				Draft	Final Reg Repro
16. REMARKS PROVIDE INSTALLATION MANAGER A WEEKLY UPDATE REPORT ON INSTALLATION PROGRESS/STATUS FOR DELIVERY ORDER				SAME AS A001	1
				15. TOTAL	1
G. PREPARED BY <i>S. Def</i>		H. DATE 4/29/03		I. APPROVED BY <i>S. Def</i>	
				J. DATE 4/29/03	

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____
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D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
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1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
015	PRELIMINARY SHIPCHECK DRAWINGS	

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE C.7.14	6. REQUIRING OFFICE NSWC CODE 9783
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7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE See Block16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES		
					Draft	Final	
						Reg	Repro

16. REMARKS		17. QUANTITY		18. UNIT	
PROVIDE PRELIMINARY SHIPCHECK DRAWINGS WITH MATERIAL LIST WITHIN (15) DAYS AFTER SHIPCHECK		SAME AS A001		1	
15. TOTAL		→		0	0

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
016	PRE-START CHECKLIST & IPCP's	

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE C.7.15	6. REQUIRING OFFICE NSWC CODE 9783
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7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY "0" TIMES	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE See Block 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE		b. COPIES	
							Draft
						Reg	Repro

16. REMARKS	SAME AS A001		1	
PROVIDE COMPLETED FORM OF INDUSTRIAL/ALTERATION				
PRE-START CHECKLIST PRIOR TO INSTALL AND COMPLETED ICPC				
FORM UPON COMPLETION OF INSTALLATION				
15. TOTAL →	0	1	0	

G. PREPARED BY 8 Def	H. DATE 4/28/03	I. APPROVED BY S Def	J. DATE 4/28/03
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